



CAREER OPPORTUNITY: Part Time Library Reference Assistant



JOB TITLE: Reference Assistant – Adult Services
DEPARTMENT: Smith Public Library
SALARY: \$15.11 per hour + Retirement Benefits
FULL-TIME: No-Part Time Only

CLOSING DATE:
March 15, 2013

The Smith Public Library is seeking an energetic and dynamic individual to join the library team as a Reference Assistant in the Adult Services Department. This position works with the public on a daily basis utilizing print and electronic materials to assist patrons. This position also assists patrons on the computers with searching, software applications and social networking sites. The Reference Assistant will work in a team environment to move the library and establish a public service program.

To say that a few things are happening in Wylie would be an understatement. As one of the fastest growing communities in Texas, Wylie has a number of projects that are in the planning or construction stage. From street and road improvements to new buildings and facilities to park improvements, Wylie is working to meet the needs of its growing population. With the growth, Wylie is now home to an expanding business climate with industrial and commercial development. Fortune magazine cites Wylie as the 8th most rapidly growing city in the U.S. We were also voted one of the top 50 "Best Places to Work" by the Dallas Business Journal in 2005. We strive to maintain a professional, competitive and rewarding work environment. Our benefits meet or exceed benefits offered by neighboring cities. Our Step Wage Plan offers competitive wages with plenty of room to grow. Staff will tell you that Wylie is a great place to work – as evidenced by our exceptional staff tenure and impressive resumes.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Customer service experience is required. Library experience working directly with library users is preferred. Bachelor in Arts or Science is required. Knowledge of basic library reference skills. Basic knowledge of various library classification systems. Knowledge and familiarity with print sources, online catalogs, and databases. Skill in teaching individuals or groups how to use information sources.

TO BE CONSIDERED FOR THIS POSITION

Please submit the following prior to the application deadline: City of Wylie application; Resume; List of five business references; and a cover letter briefly stating your interest in this position. Copies of required degrees must be presented by the new employee upon hiring.

Mail your correspondence to: City of Wylie Human Resources
300 Country Club Dr. Building 100
Wylie, Texas 75098

If you have questions or would like additional information, please call 972-516-6040.